



Subject: Send Specific Training Needs to SCEIS by July 28, 2014

Audience: Agency Training Coordinators, Data Owners, AST Leads

The SCEIS Team is preparing a Fall SCEIS Training calendar and is seeking agency input as follows:

- We are primarily interested in needs for specific SCEIS Training courses, rather than more general requests for training in certain functional areas.
- After gathering agency feedback, we will balance known SCEIS Training needs with the requests received to develop the training calendar.

If your agency has specific training needs, please send them to training.sceis@sceis.sc.gov by Monday, July 28, with the following details:

- The agency for which the request is being submitted
- Contact information for the person who SCEIS should contact with any follow-up questions, etc.
- The specific courses that are needed, including Course ID and Title, if possible (PR230 SCEIS Purchasing Process, for example)
- A list of names or head count of employees who need each course requested

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@sceis.sc.gov.